



**Home of Fair Trade
Enterprises**

JOB: Internship - Communications Intern (WFTO)

Reports to: Communications Manager

Details: 36 hours/week, 6-months period.

Location: WFTO Office, in Culemborg, the Netherlands (working language is English).

Starting date: July-January (starting date negotiable)

Overview

- Providing support on a range of communications initiatives that support Fair Trade Enterprises
- Part of a small team, working closely with senior leadership
- Global role, regularly engaged with people from across the world

Background

The World Fair Trade Organization (WFTO) is the global community and verifier of Fair Trade Enterprises. We are an association of SMEs, farmers or retailers that fully practice our 10 Principles of Fair Trade. We also advocate for fundamental change in our current economic system.

A Fair Trade Enterprise is purpose-driven and puts people and the planet above profit. This means a full commitment to the 10 Principles of Fair Trade as their core mission. WFTO members do self-assessments as well and have been independently audited to confirm this. Our Standard looks at every aspect of a business and confirms whether it is truly a Fair Trade Enterprise. We verify that the entire business and its systems for managing its supply chains have embraced our social and environmental principles.

WFTO is governed by an elected Board of nine directors and maintains an office in Culemborg, the Netherlands, to coordinate its activities. There are also multiple regional branches of the WFTO.

Position Summary

The Communications Intern assists with diverse tasks ranging from support in social media content creation and support in organising events.

Main tasks and responsibilities

Depending on the qualification of the intern, a combination of the following tasks may be assigned:

- Development of storytelling materials for WFTO communications (research, copywriting, designing)
- Execution of social media posts, blog posts, podcasts and video materials (including reels)
- Analysis of social media insights and recommendations for good practices
- Community engagement across social media, any other communications channels and the Community hub
- Management of the questions and requests coming from WFTO members/the public via email and DMs
- Support in campaigns development, together with the rest of the communications team
- Support with event management and promotion

Please note that the Intern may be expected to perform additional tasks to support other staff members within the framework of the employment contract.

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Key competencies and personal attributes

A creative, well-organised person with (political) advocacy in mind and excellent oral and written communication skills, able to manage their own time and work priorities.

- Understanding of and commitment to the philosophy of Fair Trade Enterprises and regenerative business models, together with interest in the 2030 Agenda for Sustainable Development.
- Fluency in spoken and written English (near native level), with excellent verbal and written communication skills. Other languages will be considered a plus.
- Proactive, detail-oriented way of working. The ability to juggle competing priorities, collaborate with the team and perform well under pressure.
- Some experience in creating content for social media, and a strong sense of creativity are key for success in the role.
- Some experience in video making and podcast editing will be considered a plus.

Remuneration

This is an unpaid internship. The board and lodging of the trainee during the internship period will be the responsibility of the intern. We encourage the intern to look for grants to cover the cost of staying in the Netherlands during the training period.

WFTO provides a monthly allowance of **EUR 750** to cover basic costs for its interns (such as accommodation and travel).

Application and deadline

Those interested in this position should email their **cover letter and CV** (in one file in pdf format), in English, to hr@wfto.com no later than the 20th of May at 12h00 CEST. Not including either the CV or the Cover letter excludes you from the application process. Please include the subject line 'Communications Internship' in your email.

Candidates are requested to inform us if they have the right to work in the Netherlands, as only candidates who do not need a working VISA sponsorship will be considered.